



## Legislation Details (With Text)

<b>File #:</b>	17-0045	<b>Version:</b>	1	<b>Name:</b>	Public Records Policy
<b>Type:</b>	Policy	<b>Status:</b>	Passed		
<b>File created:</b>	1/26/2017	<b>In control:</b>	City Council		
<b>On agenda:</b>	2/14/2017	<b>Final action:</b>	2/14/2017		
<b>Title:</b>	Adoption of Public Records Policy				
<b>Sponsors:</b>	City Clerk				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. Public Records Policy				

Date	Ver.	Action By	Action	Result
2/14/2017	1	City Council	approved as recommended	Pass
2/7/2017	1	Work Session	received and filed	

### Adoption of Public Records Policy

#### SUMMARY:

During the 2016 session of the Tennessee General Assembly, the public records act was revised. A model policy has just been provided by the Office of Open Records Counsel that establishes best practices and a public records policy for local governments. While the City adopted a policy in 2009 and an ordinance in 2013 (revised in 2015), the new policy needs to be adopted to provide a safe harbor for records custodians.

The new policy actually is not substantially different from our current policy and ordinance. It does require a report annually to the Council regarding compliance and it requires review every two years. We are making some small changes, such as allowing for the use of a requestor-provided storage device for electronic records, eliminating any charges that total less than \$5.00, and changes in the form for requesting records.

**BUDGET ACCOUNT:** Not applicable

**NECESSARY COUNCIL ACTION:** Adopt Public Records Policy